

# **Air Force Security Assistance Center**

*World-class professionals fostering global partnerships*

---



**U.S. AIR FORCE**

## **AFSAC Online**

### ***Letter of Request (LOR)***

### ***Applications***

### **March, 2004**

AFSAC/ITD  
DSN 787-8029  
(937)257-8029

---

***Integrity - Service - Excellence***



# LOR Applications

## LOR Submissions

AFSAC

**AFSAC Online**

**Home** **What's New** **Security** **Feedback** **Help**

**Air Force Security Assistance Center**  
Wright Patterson AFB, Ohio 45433

Supporting  
Worldwide  
Partnerships

**AFSAC Online Links**

- Home
- What's New
- System Requirements
- FAQ's
- Security
- Feedback
- Tech Support
- Obtain Password
- Change Password

**Application Links**

- Business Applications Page
- Tutorials
- Applications Suite
- Letter of Request (LOR)**
- Logistics Applications
- Financial Applications
- WWRS Applications
- Tech Order Index
- PROS II Metrics
- AFSAC Metrics

**Other AFSAC Links**

- SAMIS Access

- AFSAC's goal is to satisfy our customers' needs. This Web based service is another attempt to achieve that goal. It is not intended to replace our valued personal interface with our customer. Because our customers are worldwide, we have developed this interface to provide easy, around-the-clock access to information about our services.
- [Business applications](#)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.

We are constantly striving to develop new tools for our customers. Look for account automation features such as automated password resets and additional AFSAC Online Metrics to be developed.

**What's New**

[7 July 2003 Added: LOR Submissions](#)

[19 June 2003: New Track-It Help Desk](#)

[8 May 2003 Added: WWRS Offers-Mass Deletions](#)

[22 April 2003 Added: Single Sign On](#)

[11 April 2003 Added: New selection parameters for Metrics](#)

[27 Mar 2003 Added: Mass Requisition Input](#)

[13 Mar 2003 Added: Daily NMCS Report to the Logistics Applications menu.](#)

[12 Mar 2003: Important Notice for SAMIS SWA users.](#)

LOR Submissions

LOR Validations

Selecting



# LOR Applications

## LOR Submissions--Screen 1

AFSAC

[Home](#) | [What's New](#) | [Security](#) | [Feedback](#) | [Help](#)

Air Force Security Assistance Center  
Wright Patterson AFB, Ohio 45433

Letter of Request (LOR) for Country:

\* Required Fields

Selecting

Create New LOR

Purpose of Request: \*

☒ Price & Availability (P&A)

☐ New Letter of Acceptance (LOA)

Enter Previous Case:

☐ Change Letter of Acceptance (LOA)

Enter Current Case: \*

Enter a **unique** Country Reference Nr: \*

New LOR

View Existing LORs

Search by ...

Country Reference Number:

- OR -

AFSAC Reference Number:

View

Modify

The customer may submit a 'New LOR' or 'View/Modify' an existing LOR.

For new LORs, the user must select the type of LOR required (Purpose of Request) and establish a 'unique' Country Reference Number.

For existing LORs, the user may query by the Country Reference Number OR the AFSAC Reference Number. *The user can view any*



# LOR Applications

## LOR Submissions--Screen 2

AFSAC

Request for Price & Availability ( P & A )

Country Reference Number:

\* Required Fields

<b>Check all types of funding that apply to this request: *</b> <input type="checkbox"/> Cash <input type="checkbox"/> FMS Credit <input type="checkbox"/> Map Merger <input type="checkbox"/> FMS Credit (Non-Repayable) <input type="checkbox"/> Other (Enter Below) If you checked more than one, enter a dollar value for each funding type: <input type="text"/>	<b>Select one type of Materiel or Service for your request: *</b> <table border="1"><thead><tr><th><u>Materiel</u></th><th><u>Service</u></th></tr></thead><tbody><tr><td><input type="radio"/> Ammo</td><td><input type="radio"/> Repair/Replace</td></tr><tr><td><input type="radio"/> Spares</td><td><input type="radio"/> Tech Services</td></tr><tr><td><input type="radio"/> INFOSEC(COMSEC)</td><td><input type="radio"/> Repair/Return/PMEL</td></tr><tr><td><input type="radio"/> CAD/PAD</td><td><input type="radio"/> CETS</td></tr><tr><td><input type="radio"/> Pubs</td><td><input type="radio"/> Other</td></tr><tr><td><input type="radio"/> Support Equipment</td><td></td></tr><tr><td><input type="radio"/> Other</td><td></td></tr></tbody></table> <p>You will be able to enter details on the next page.</p>	<u>Materiel</u>	<u>Service</u>	<input type="radio"/> Ammo	<input type="radio"/> Repair/Replace	<input type="radio"/> Spares	<input type="radio"/> Tech Services	<input type="radio"/> INFOSEC(COMSEC)	<input type="radio"/> Repair/Return/PMEL	<input type="radio"/> CAD/PAD	<input type="radio"/> CETS	<input type="radio"/> Pubs	<input type="radio"/> Other	<input type="radio"/> Support Equipment		<input type="radio"/> Other		<b>Select your (purchaser's) branch of service: *</b> <input type="radio"/> Air Force <input type="radio"/> Army <input type="radio"/> Navy <input type="radio"/> Marines <input type="radio"/> Other (Enter Below) <input type="text"/> <b>Select U.S. branch of service:</b> <input checked="" type="radio"/> Air Force <input type="radio"/> Army <input type="radio"/> Navy
<u>Materiel</u>	<u>Service</u>																	
<input type="radio"/> Ammo	<input type="radio"/> Repair/Replace																	
<input type="radio"/> Spares	<input type="radio"/> Tech Services																	
<input type="radio"/> INFOSEC(COMSEC)	<input type="radio"/> Repair/Return/PMEL																	
<input type="radio"/> CAD/PAD	<input type="radio"/> CETS																	
<input type="radio"/> Pubs	<input type="radio"/> Other																	
<input type="radio"/> Support Equipment																		
<input type="radio"/> Other																		
<b>Will Sole Source be submitted? *</b> <input type="radio"/> Yes <input type="radio"/> No If "Yes", please enter more information: <input type="text"/> Sole Source will be completed in the next release.	<b>Do you need a unique payment schedule? *</b> <input type="radio"/> Yes <input type="radio"/> No If "Yes", please enter more information: <input type="text"/>																	
<b>Signature Authority</b> <b>Select the name of the person authorized to sign the LOR: *</b> Kevin Collamore <input type="button" value="View"/> (If name does not appear on list, please enter information below to add it to our database.) <table border="1"><tr><td>Name: <input type="text"/></td><td>Address Line 1: <input type="text"/></td></tr><tr><td>Title: <input type="text"/></td><td>Address Line 2: <input type="text"/></td></tr><tr><td>Office: <input type="text"/> Phone: <input type="text"/></td><td>Address Line 3: <input type="text"/></td></tr></table>			Name: <input type="text"/>	Address Line 1: <input type="text"/>	Title: <input type="text"/>	Address Line 2: <input type="text"/>	Office: <input type="text"/> Phone: <input type="text"/>	Address Line 3: <input type="text"/>										
Name: <input type="text"/>	Address Line 1: <input type="text"/>																	
Title: <input type="text"/>	Address Line 2: <input type="text"/>																	
Office: <input type="text"/> Phone: <input type="text"/>	Address Line 3: <input type="text"/>																	
<div>Selecting</div> <div>Continue Cancel</div>																		

The user enters applicable LOR data on this screen, then clicks 'Continue' to proceed to the next screen. Edits will ensure user completes all required fields. Note that the user requested P&A data in this LOR Submission example.



# LOR Applications

## LOR Submission--Screen 3a

AFSAC

Request for P & A

Materiel: AMMO

Enter details about an item or service, then press "Add" to save it in the table below.  
Repeat as many times as needed to complete your list.

CAGE / Part Nr	Stock Number (NSN) *	Quantity *	Noun / Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cage / Part Nr	NSN	Quantity	Noun / Description

Comments

Enter additional information as needed:

Your LOR will not be sent to the Country Manager (CCM) unless you press the "Submit" button.  
You can save changes to the LOR without submitting it.

If the user selected **Ammo** or **INFOSEC**, this screen will appear.

Enter line level requirements, then click the 'ADD' button to capture the information. You may enter multiple lines of data.

**To save LOR to database as a draft, the user must click Save LOR as Draft.**

**To transmit LOR to the Country Manager, the user must click on the Submit LOR to CCM.**

**If user clicks Close, the application will close without saving draft OR**





# LOR Applications

## LOR Submission--Screen 3b

AFSAC

Request for P & A

Services: Technical Services

Enter details about an item or service, then press "Add" to save it in the table below.  
Repeat as many times as needed to complete your list.

Period of Performance *			Description of Services *	Remarks
Use Start & End Date (dd mon yyyy) OR Duration (# months)				
Start Date	& End Date	OR Duration		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				<input type="button" value="Add"/>

Start Date	End Date	Duration	Description of Services	Remarks	
					<input type="button" value="Remove"/>

Comments

Enter additional information as needed:

Your LOR will not be sent to the Country Manager (CCM) unless you press the "Submit" button.  
You can save changes to the LOR without submitting it.

If the user selected **Technical Services**, **CETS**, or **Other Services**, this screen will appear.

Enter line level requirements, then click the 'ADD' button to capture the information. You may enter multiple lines of data.

You may also 'remove' unwanted

**To save LOR to database as a draft, the user must click Save LOR as Draft.**

**To transmit LOR to the Country Manager, the user must click on the Submit LOR to CCM.**

**If user clicks Close, the application will close without saving draft OR**



# LOR Applications

## LOR Submission--Screen 3c

AFSAC

Request for P & A

Materiel: Spares

Enter details about an item or service, then press "Add" to save it in the table below.  
Repeat as many times as needed to complete your list.

Dollar (\$) Value *	Description *	Remarks	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Dollar Value	Description	Remarks	
			Remove

Comments

Enter additional information as needed:

Your LOR will not be sent to the Country Manager (CCM) unless you press the "Submit" button.  
You can save changes to the LOR without submitting it.

Save LOR as Draft Submit LOR to CCM Close

If the user selected **Spares, CAD/PAD, Support Equipment, Pubs, Repair/Replace, or Other Materiel**, this screen will appear.

Enter line level requirements, then click the 'ADD' button to capture the information. You may enter multiple lines of data.

You may also 'remove' unwanted

**To save LOR to database as a draft, the user must click Save LOR as Draft.**

**To transmit LOR to the Country Manager, the user must click on the Submit LOR to CCM.**

**If user clicks Close, the application will close without saving draft OR**



# LOR Applications

## LOR Submission--Screen 3d

AFSAC

Request for P & A

Services: Repair/Return/PMEL

Enter details about an item or service, then press "Add" to save it in the table below.  
Repeat as many times as needed to complete your list.

Dollar (\$) Value *	Description *	Period of Performance	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add

Dollar Value

Description

Period of Performance

Remarks

Remove

Comments

Enter additional information as needed:

Your LOR will not be sent to the Country Manager (CCM) unless you press the "Submit" button.  
You can save changes to the LOR without submitting it.

Save LOR as Draft

Submit LOR to CCM

Close

If the user selected Repair/Return/PMEL, this screen will appear.

Enter line level requirements, then click the 'ADD' button to capture the information. You may enter multiple lines of data.

You may also 'remove' unwanted lines after they have

**To save LOR to database as a draft, the user must click Save LOR as Draft.**

**To transmit LOR to the Country Manager, the user must click on the Submit LOR to CCM.**

**If user clicks Close, the application will close without saving draft OR**





# LOR Applications

## Saving *LOR Submission*

AFSAC

**Save LOR as Draft**

Your request has been saved as a draft. You must press the "Submit LOR" button to submit this request to your Command Country Manager (CCM). Once the LOR has been submitted to us it will be assigned an AFSAC request number and a status of "Open".

Close

**Submit LOR to CCM**

Your request has been saved and submitted to the Air Force Security Assistance Center (AFSAC) with a status of "Open". An e-mail will be sent to the Command Country Manager (CCM) to notify him/her to review your request. The AFSAC reference number assigned to your request is:  
**LORXX -D-D-030806-01**

Close



# LOR Applications

## *LOR Email to AFSAC CCM*

AFSAC

- **When user submits LOR, AFSAC Command Country Manager (CCM) will receive the following email notification . . .**

-----Original Message-----

From: [mailto:\_\_\_\_\_]

Sent: Wednesday, August 06, 2003 9:31 AM

To:

Cc: .

Subject: LOR Submission for Price & Availability (P&A) Request AFSAC Ref

Nr: LOR-XX D-D-030806-01

Subject request has been submitted to the LOR Submission application via AFSAC Online.

[https://\\_\\_\\_\\_\\_/apps/proddad/web user 40.ccm lor.ccm view lor?  
cc list=xx :lor ref nr=LOR-xx D-D-030806-01&view lor=x](https://_____/apps/proddad/web user 40.ccm lor.ccm view lor?cc list=xx :lor ref nr=LOR-xx D-D-030806-01&view lor=x)

- **CCM can click on hyper link to review/validate LOR**



# LOR Applications

## LOR Validations

AFSAC

**AFSAC Online**

[Home](#) [What's New](#) [Security](#) [Feedback](#) [Help](#)

Air Force Security Assistance Center  
Wright Patterson AFB, Ohio 45433

Supporting  
Worldwide  
Partnerships

**AFSAC Online Links**

[Home](#)

[What's New](#)

[System Requirements](#)

[FAQ's](#)

[Security](#)

[Feedback](#)

[Tech Support](#)

[Obtain Password](#)

[Change Password](#)

**Application Links**

[Business Applications Page](#)

[Tutorials](#)

[Applications Suite](#)

[Letter of Request \(LOR\)](#)

[Logistics Applications](#)

[Financial Applications](#)

[WWRS Applications](#)

[Tech Order Index](#)

[PROS II Metrics](#)

[AFSAC Metrics](#)

**Other AFSAC Links**

[SAMIS Access](#)

- AFSAC's goal is to satisfy our customers' needs. This Web based service is another attempt to achieve that goal. It is not intended to replace our valued personal interface with our customer. Because our customers are worldwide, we have developed this interface to provide easy, around-the-clock access to information about our services.
- [Business applications](#)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.

We are constantly striving to develop new tools for our customers. Look for account automation features such as automated password resets and additional AFSAC Online Metrics to be developed.

**What's New**

[7 July 2003 Added: LOR Submissions](#)

[19 June 2003: New Track-It Help Desk](#)

[8 May 2003 Added: WWRS Offers-Mass Deletions](#)

[22 April 2003 Added: Single Sign On](#)

[11 April 2003 Added: New selection parameters for Metrics](#)

[27 Mar 2003 Added: Mass Requisition Input](#)

[13 Mar 2003 Added: Daily NMCS Report to the Logistics Applications menu.](#)

[12 Mar 2003: Important Notice for SAMIS SWA users.](#)

**Selecting**

[LOR Submissions](#)

[LOR Validations](#)



# LOR Applications

## *LOR Validations--Screen 1*

AFSAC

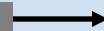
[Home](#) | [What's New](#) | [Security](#) | [Feedback](#) |

**Air Force Security Assistance Center**  
Wright Patterson AFB, Ohio 45433

### LOR Validation

Country:  LOR Status:

**Selecting**



Search

**The CCM can query the LOR Validation screen at any time to review LORs for their country. LOR status can be 'Accepted', 'Pending', 'Open', 'Rejected', or 'Canceled'.**



# LOR Applications

## *LOR Validations--Screen 2*

AFSAC

[Home](#) | [What's New](#) | [Security](#) | [Feedback](#) |

**Air Force Security Assistance Center**  
Wright Patterson AFB, Ohio 45433

### LOR Validation

AFSAC Reference Number:

LORXX D-D-030806-01 ▼

**Selecting**



View

**All AFSAC assigned reference numbers for the Country/LOR Status selected by the CCM are listed in the drop-down box above. The CCM selects the desired LOR Reference Number and clicks on 'View'.**





# LOR Applications

## LOR Validations--Screen 3

AFSAC

Request for Change to Letter Of Acceptance (LOA)

Materiel ==> Spares

Country:  Case:  Status: Pending

Country Reference Nr: 11/111/1111 Country Branch of Service: Air Force  
AFSAC Reference Nr: LOR-  -D-P-021015-01 Sole Source: No  
Type of Funding: Map Merger Unique Payment Schedule: No

### Items Requested

	Dollar Value	Description	Remarks
1.	\$16,458.50	Item One Description	Additional Remarks...
2.	\$17,142.90	Item Two Description	Additional Remarks...

### Comments

Requestor Comments:

Enter Your Comments:

Save

### Requestor Info

Name:

Email:

Name:

Title:

Office:

Chief of Information Systems

AFSAC/SDI

### Signature Authority

Phone:

Address:

5490 Pearson Rd

Fairborn, OH 45433

Need More Info

Accept

Reject

Close

Printable Page

The CCM reviews the LOR submission via this screen. The CCM cannot change the user's data.

The CCM may click on Accept, Reject, or Need More Info.

If CCM chooses Reject or Need More Info, they MUST enter comments for the submitter. A system generated email will pass to



# LOR Applications

## CCM Email Response to Submitter

AFSAC

- When the AFSAC Command Country Manager (CCM) 'rejects' or 'requests additional info' from the submitter, the CCM must enter comments. The submitter will receive the following email notification

-----Original Message-----

From: [redacted]  
Sent: Wednesday, August 06, 2003 9:24 AM  
To:  
Cc: :  
Subject: AFSAC Reference Nr. - LOR-XX D-D-030702-01 Country Reference  
Nr. - asdase

This is a system-generated response. Subject LOR was received, however, the CCM has determined that the following additional information is required in order to process your request. You must re-submit the updated LOR after changes are made to continue processing.

User must update the Unique Payment Schedule field to reflect the desired payment schedule.

8-4-03 SAVING NEW COMMENTS

[https://\[redacted\]/apps/proddad/\[redacted\].ctry lor.ctry lor subnew?  
cc list=xx type request=1  
&prev case=&curr case=&cc ref nr=&which=&cc ref list=&afsaac ref list=LOR^xx D-D-  
030702-01&which button=A&new lor button=Modify](https://[redacted]/apps/proddad/[redacted].ctry lor.ctry lor subnew?cc list=xx type request=1&prev case=&curr case=&cc ref nr=&which=&cc ref list=&afsaac ref list=LOR^xx D-D-030702-01&which button=A&new lor button=Modify)

- Submitter can modify LOR.
  - LOR must be resubmitted to CCM when modify action complete.



# LOR Applications

## LOR Validation--Printable Page

AFSAC

### Request for Price & Availability (P&A)

#### Matériel ==> Services

Country:  Case:  Status: Open

Country Reference Nr:  Country Branch of Service:

AFSAC Reference Nr:  Sole Source:

Type of Funding:  Unique Payment Schedule:

#### Items Requested

	Dollar Value	Description	Remarks
1.	\$16,458.50	Item One Description	Additional Remarks...
2.	\$17,142.90	Item Two Description	Additional Remarks...

#### Requestor Comments

#### Country Manager Comments

Comments of the person submitting the request...

Comments of the country manager reviewing the request...

#### Requestor Info

Name:

Email:

#### Signature Authority

Name:  Phone:

Title: Chief of Information Systems Address: 5490 Pearson Road

Office: AFSAC/SDI Fairborn, OH 45433

**When the user clicks on 'Printable Page', this view of the LOR is displayed. The user may print the page using the File-Print capabilities of their web browser.**



# **LOR Automation**

## ***Future Enhancements***

**AFSAC**

- **Automate the 'Sole Source Request' process**
- **Incorporate automated DSAMS Interface**
- **Integrate Army/Navy requirements for tri-service use**
- **Expand application to support 'multi-line follow-on' or 'major modification' cases**
  - Allow multiple types of lines on one LOA